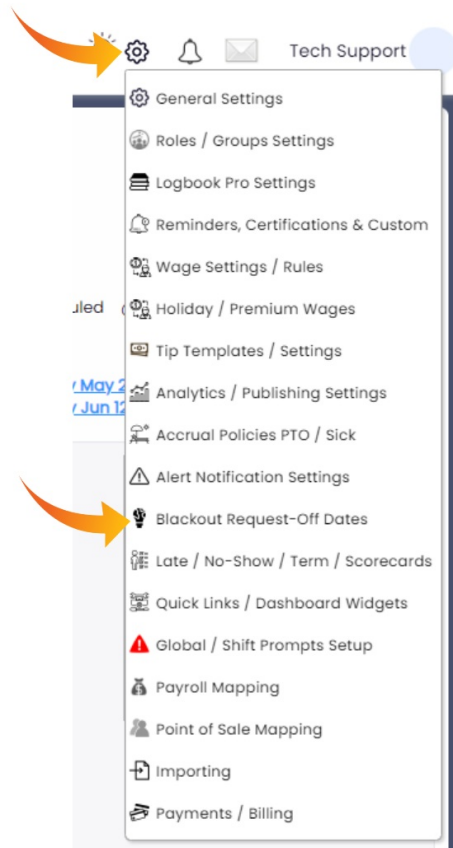


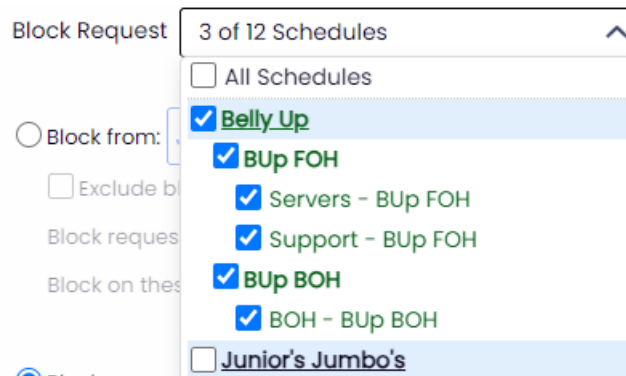
Blocking Dates from Time Off Requests

Last Modified on 06/19/2023 2:18 pm MDT

From the Gear Menu, go to **Blackout Request-Off Dates**:



Choose the Departments that the block applies to:



Choose dates to block, and press **Add Range**

NOTE: The **Block Action dropdown** allows you to **Allow Requests with Comments**, (employees will be met with a warning that the time period is blocked; they are still able to request, but the request will be tagged), OR, **not allow requests at all**.

Blocked 'Requested Days Off' Ranges

Block Request: 3 of 12 Schedules Block Action: Allow Requests with Comments

Block from: Jul 3, 2023 to Jul 4, 2023 Forever Date List

Exclude blocked days from Employee Availability Preferences

Block requests when more than employees have requested spanning the whole blocked range

Block on these days only:

Block requests less than days out

Block requests more than days out

Notes:

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

If you want requests to always be at least 14-Days out, you can choose the **Block requests less than** option, and add a range:

Block requests less than days out